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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE
OVERT PROCEDURES


Meeting Held 27 June 1949
at 1100, Room 227 Administration Building

Present: John Warner



- General Counsel - Chairman
- Budget Office
- Inspection and Security
- Personnel Office
- Management Office - Recorder
- Services Office

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1. The minutes of the meeting of 6 June 1949 were approved.
2. The Chairman spoke briefly about the joint committee meeting held 9 June 1949. As a result of the meeting, he presented to the Executive a list of recommendations covering the manual.
3. The Chairman asked the Management Office representative to accept the responsibility for ordering a sufficient number of index tabs with section titles and numbers printed thereon. Nine colors were recommended; however, if the nine colors were unavailable, white tabs were to be purchased.
4. Committee members are to commence preparing their respective sections. Communications was assigned to Mr. .
5. The Management Office was directed to distribute binders to all officials on the approved list as soon as the binders are available and section I has been approved and inserted.
6. It was agreed that on those pages which require a signature it should be located on the lower left-hand corner, commencing eight lines from the bottom of the page and allowing three lines for the written signature.
7. The security classification is to be eight-point veritytype in black, located two lines from the top and bottom right-hand corners on each page on which there is printed text.
8. The security classification SECRET is to be printed in gold color at the top and bottom of the front cover of the binder, along with the words CENTRAL INTELLIGENCE AGENCY MANUAL.
9. The type in the text is to be elite with no reduction during reproduction.
10. The next meeting will be held Tuesday at 11:00 AM, 5 July 1949.

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